



INTERNAL APPEAL FORM

FORM 4 - REGULATION 9

PARTICULARS OF PUBLIC BODY

Name of Public Body	
Name and Surname of Information Officer:	

PARTICULARS OF COMPLAINANT WHO LODGES THE INTERNAL APPEAL

Full Names			
ID Number			
Postal Address			
		Code	
Tel Number (B)		Facsimile	
Cell Number		Email Address	
Is the internal appeal lodged on behalf of another person?	Yes	No	
If answer is "yes", capacity in which an internal appeal on behalf of another person is lodged: (Proof of the capacity in which appeal is lodged, if applicable, must be attached.)			

PARTICULARS OF PERSON ON WHOSE BEHALF THE INTERNAL APPEAL IS LODGED

(If lodged by a third party)

Full Names			
ID Number			
Postal Address			
		Code	
Tel Number (B)		Facsimile	
Cell Number		Email Address	

DECISION AGAINST WHICH THE INTERNAL APPEAL IS LODGED

(mark the appropriate box with an "X")

Refusal of request for access	
Decision regarding fees prescribed in terms of section 22 of the Act	
Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act	
Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester	
Decision to grant request for access	

GROUNDINGS FOR APPEAL

(If the provided space is inadequate, please continue on a separate page and attach it to this form. all the additional pages must be signed)

State the grounds on which the internal appeal is based:	
State any other information that may be relevant in considering the appeal:	

You will be notified in writing of the decision on your internal appeal. Please indicate your preferred manner of notification:

Postal Address	Facsimile	Electronic communication (Please specify)

Signed at: _____

Date: _____

Signature _____

Signature of Appellant/Third party

**FOR OFFICIAL USE
OFFICIAL RECORD OF INTERNAL APPEAL**

Appeal received by: <i>(state rank, name and surname of Information Officer)</i>				
Date received:				
Appeal accompanied by the reasons for the information officer's decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by the information officer:	Yes		No	

OUTCOME OF APPEAL

Refusal of request for access. Confirmed?	Yes		No		New decision <i>(if not confirmed)</i>	
Fees (Sec 22). Confirmed	Yes		No		New decision <i>(if not confirmed)</i>	
Extension (Sec 26(1)). Confirmed?	Yes		No		New decision <i>(if not confirmed)</i>	
Access (Sec 29(3)). Confirmed?	Yes		No		New decision <i>(if not confirmed)</i>	
Request for access granted. Confirmed?	Yes		No		New decision <i>(if not confirmed)</i>	

Signed at: _____

Date: _____

Signature _____

Relevant Authority